

Job Description

The Parish Clerk is the Proper Officer of the Council.

The Ockley Parish Clerk is also the Responsible Financial Officer of the Council.

The Clerk has a statutory duty to carry out all the functions, serving or issuing all the notifications required by law, of a Council's Proper Officer.

The running of the Council is governed by Standing Orders. Other policies/regulations are also in place to guide the running of the parish council.

The Clerk informs Council of all necessary information and implements any decisions taken by Council. Instructions issued by the Council are implemented by the Clerk.

The Ockley Parish Council Clerk as Responsible Financial Officer will have the responsibility for all the financial dealings/records of the Council. Financial Regulations and Risk Assessment outline the details that this entails. Accounts to be produced for internal and external audit. Reports/budgets to be produced for Council on a regular basis. Invoices to be authorised for payment/payments made.

Ockley Parish Council is currently working on a Neighbourhood Development Plan and the Clerk would be asked to be a member of the Team.

Main responsibilities

Meetings – six scheduled for the year together with the Annual Assembly. Currently additional meetings being held for the Neighbourhood Development Plan. Other meetings may be held occasionally as required.

- arrange meeting dates/venue
- in consultation with the Chairman prepare agenda for meetings and circulate within the required deadline
- provide information and documentation to councillors regarding agenda items
- attend meetings, take notes, prepare minutes for circulation within required deadlines
- ensure authorisation given for payment of invoices
- to attend other meetings run by other relevant organisations, as required;
eg Mole Valley Parish Clerks

Administration

- deal with correspondence (majority by e-mail), seeking advice/comments from councillors/other agencies as necessary
- circulate to councillors all relevant e-mails received by the Clerk and deal with any comments from councillors
- circulate to councillors weekly planning lists for the parish received from MVDC and respond if required by councillors

Financial

- as RFO be responsible for the management of all financial affairs following the guidelines of the Financial Regulations
- to prepare the annual budget for precept purposes
- to produce accounts for internal and external audit
- to prepare reports for Council meetings as required
- to deal with refund of VAT

General

- to support the Chairman and Councillors – being the main contact for all councillors
- to liaise with other tiers of local government (SCC, MVDC and councillors)
- to liaise with other relevant organisations: NALC, Surrey ALC, Police, SCA etc
- to liaise with grounds maintenance contractors and others carrying out work and duties in the parish
- to keep the website/notice board up to date
- to prepare articles for the parish magazine
- to inspect/report on the play area on a weekly basis and Scott's Well, defibrillator on a monthly basis
- to monitor policies as implemented by the Council

Training

- to attend training courses when required

RFO	Responsible Financial Officer	SCC	Surrey County Council
MVDC	Mole Valley District Council	SCA	Surrey Community Action
Surrey ALC Ltd	Surrey Association of Local Councils		
NALC	National Association of Local Councils		